

REMEMBER!

Poor attendance may lead to a fine/prosecution!

At Wootton St Andrew's Primary School we are committed to giving each child the encouragement and the education to help them reach their full potential.

Lateness and poor attendance has a big effect on a child's learning.

With your support we can overcome this!

A valid explanation is required for a child's absence.

Absences are **only authorised by the headteacher** and may be challenged in certain circumstances.

Unauthorised absences and/or **frequent** absences are reported to the Local Education Authority and are quoted on your child's school report.

Thank you for your continued support

This leaflet is printed by the LPSA2 Project under the Practical Family Support Service, a Provision of the Local Authority



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ATTENDANCE

We at Wootton St Andrew's Primary School want to express to everyone the importance of school attendance from an early age.



Our aim is to raise our attendance levels to help your child reach their full potential and to meet the government target.

We hope we can rely on your full support.

What can you do to help?

- **Ensure** your child/children arrive at school on time. We start at **8.55 a.m.**
- **Let** the school know if your child is ill on the first day of his/her illness by **telephoning the school office before 9.30 a.m.** or sending in a signed parental note. Inform the school when you expect your child to return to school.
- **Avoid** booking dentist/doctor's appointments during school hours. If this is unavoidable only take the necessary amount of time. A full/half day is not necessary.
- **Emphasise** to your children that you do not approve of them missing school.
- **Do not** allow your child/children time off for birthdays, shopping or days out. If you want your child to miss school for a **VERY** special occasion, you must ensure permission is granted **BEFORE** the day.
- **Please** contact the school immediately should you have any concerns regarding your child/children that may impact on their attendance and/or education.
- **Avoid** holidays during school term time. If this is not possible then an appropriate holiday form must be completed **prior** to the trip. No more than **10** school days may be granted at the discretion of the headteacher and only in exceptional circumstances. Current attendance **will always** be taken into consideration and holidays **will not** be granted either during SATS or the run up to any tests.
- **Please note that the Local Authority Holiday Request form states that "no parent can demand leave of absence for the purposes of a holiday as of right"** and holidays will not be authorised after the event.